

# Reimbursement for Interview Expenses

**Thank you for visiting Puget Sound.** Your visit hosts will normally arrange your airline travel and lodging for the duration of your visit, provide transportation to and from the airport and your campus interview, and host you for meals. Please refer to your pre-interview arrangements letter for reimbursement guidelines and maximums for any expenses paid out-of-pocket.

## Instructions for Reimbursement

1. Enter any out-of-pocket expenditures below and attach **original** receipts.
2. Submit for payment to hiring manager: [**Enter search chair name, title, and mailing address**]

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

EXAMPLE Date	From / To Location	Mileage for personal auto		Park/Toll/ Shuttle*	Air Travel	Lodging	Meals Inc. Tip	Misc	Daily Total
		Mi	Amt						
01/25/11	Seattle, WA to Tacoma, WA	35	\$20.30	\$ 2.00		\$ 225.00	\$ 26.00		\$273.30
01/26/11	Tacoma, WA						\$15.00		\$15.00

Date	From / To Location	Mileage for personal auto		Park/Toll/ Shuttle*	Air Travel	Lodging	Meals Inc. Tip <i>(Lunch up to \$15, dinner up to \$30)</i>	Misc	Daily Total
		Mi	Amt 65.5 cents per mile						
<b>TOTALS</b>									

\*Taxi cabs and rental cars require advance approval from Human Resources